


INMATE MAIL POLICY

EXAMPLE

Sender Name Sender Street Address Sender City, ST 00000	
Alleghany Regional Jail Inmate Name, Inmate ID, Facility ID Number: 5004 PO Box 18247 Greensboro, NC 27419	

INMATE MAIL ADDRESS CHANGE:

Effective October 10th, 2022, all non-legal inmate mail must be sent to the following address:

The envelope must include the Facility Name, Inmate Name, Inmate ID number, and the Facility ID or the mail will NOT be scanned. *The Facility ID for the Alleghany Regional Jail Covington VA is 5004.

PROCESSING CENTER REQUIREMENTS AND RESTRICTIONS:

- NO cash, personal checks, or money orders mailed to the mail processing center.
- Mail must be 10 pages or less per envelope.
- Page size must be no larger than 8.5" x 11".
- Mail can include written or typed pages, photos, drawings or greeting cards (NO Polaroid photos.)
- NO glitter, glue, tape, 3D elements, or electronic components (lights, music, animation).
- NO items containing, depicting, or relating to sexually explicit activity, gang activity, illegal activity, violence, drug, or alcohol use, etc.
- NO photos of nude or partially clothed persons.
- NO illegal substances or any other items considered to be contraband.
- NO magazines, books, or packages mailed to mail processing center, NO publications of any kind.
- NO original photos or important documents such as Birth Certificates, Driver's Licenses, Social Security Cards, Green Cards, etc., as they will not be returned.

FACILITY SCANNED MAIL REQUIREMENTS AND RESTRICTIONS:

ALL scanned mail will be inspected by facility personnel for the following:

- Threats of physical harm against persons or threats of criminal activity.
- Threats of blackmail or extortion.
- Plans for escape.
- Plans for activities in violation of facility rules.
- Letters written in code.
- Gang symbols and colors are prohibited.
- Envelopes may not be decorated with hand-drawn art.
- Information, which if communicated, would create a clear and present danger of violence and physical harm to a human being.
- Photographs, drawings, or cartoons displaying nudity or sexually graphic content or sexually explicit reading material.

Mail meeting these requirements will be scanned and can be accessed by the inmate via the inmate tablet. Physical mail will be destroyed.

All scanned mail containing materials considered illegal or breaches of security will be turned over to the proper authorities for investigation. Any threats of criminal activity will not be permitted in any correspondence and may result in criminal charges.

SCANNED MAIL AFTER RELEASE:

After release, an inmate can request digital copies of his or her scanned mail. Submit the request to todd.tyler@co.alleghany.va.us and include the following:

- Alleghany Regional Jail, Facility ID
- Inmate's Full Name
- Inmate's ID Number
- Email Address

Once the information is verified, an email with a link to download the postal scans will be sent to the email address provided.

FACILITY MAIL POLICIES:

Rules for items that can be sent directly to facility:

- No hard cover books will be accepted.
- No more than two paperback books will be received, and they can be no larger than 7" x 9" x 2".
- Items from individual persons or walk-in bookstores will be returned to the sender.
- ONLY paperback books, magazines, and newspapers will be received if they are from a distributor or publisher (no used books allowed)
- Any book or material that contains obscene pictures, sexual content, racist, "hate" materials, incites violence, or that otherwise compromises the safety, security or proper order of this facility will be confiscated and/or returned to the sender.
- Religious material must come from publishers or religious organizations.

LEGAL MAIL / PRIVILEGED MAIL/ MONEY ORDERS:

Do not mail legal/privileged mail or money orders to the mail processing center.

Legal mail **must be mailed directly to the facility**. Legal mail must be marked on the envelope as "**Legal Mail**" and will be opened by the inmate in the presence of facility staff.

Address legal mail as follows:

Alleghany Regional Jail
Inmate Name, Inmate ID Number, Facility ID
268 West Main Street
Covington, VA 24426

Money Orders & Cash: The Alleghany Regional Jail accepts money orders and cash sent directly to the jail. The envelope must include only the money order or certified check.

The fastest way to communicate with an inmate is by phone or messaging. The inmate communications provider is Pay Tel Communications. To set up an account with Pay Tel, visit www.paytel.com or call 1-800-PAY-TELL.